

Manage Site Manager Accounts

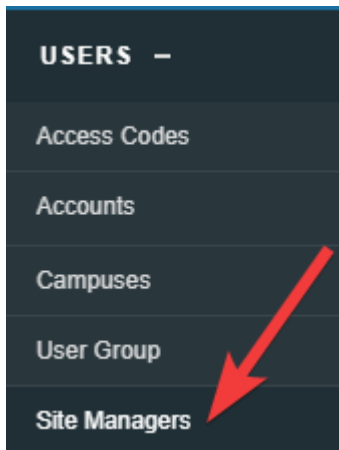


This feature is available to Site Managers.

A Site Manager account may create additional Site Manager accounts in the system. Every account in the system requires a unique username and password. This is important for Site Managers that may have additional account types in the system, especially for systems that use email addresses as usernames.

Navigate to Site Managers Page

1. Log in with a Site Manager account.
2. Select Site Managers at the end of the Users menu.



Create Site Manager Account

1. [Navigate to the Site Managers page](#) .
2. Select **Create Site Manager** from the Tools menu. If you cannot see the menu, show the [Tool Panel](#) .

3. Enter the first name, last name, username, password, and password confirmation.

4. **Save.**

Disable Site Manager Account

It is important to disable a Site Manager's account when the account is no longer required (e.g., an employee has quit or the user no longer needs Site Manager level permissions).

1. [Navigate to the Site Managers page](#) .
2. Select Edit to the right of a Site Manager account.
3. Use the Status drop-down to change the status to Disabled.
4. **Save.**